

**Conant Public Library Board of Trustees**

**Meeting Date:** July 13, 2021

**Attendance:**

Present: Jennifer Bennett, Bonnie Leveille, Ann Goodrich-Bazan, Jenn Howe, Marcia Racine, Mitty Johnson, Abigail Storm, Denis Murphy (late)

Absent (excused): Barb Depew

Public/Guest: Kristin Landry

**Meeting convened:** 7:04 p.m.

**Reports**

**Secretary's Report**

Marcia made the motion to accept the June 15 minutes. Bonnie seconded. No discussion. Vote approved 5 yes, no opposed, 1 abstention Jenn Howe, 1 absent. Denis came late and was not here for this vote.

Jennifer made the motion to accept the June 25 minutes. Bonnie seconded. Discussion: Jenn Howe asked to move the HR discussion to non-public. Denis arrived late (7:15) and joined the discussion. Bonnie made the motion to amend the June 25 minutes to remove the candidate for bookkeeper's name. Jennifer seconded the motion. No further discussion. Vote approved 5, no opposed, Denis Murphy and Bonnie Leveille abstained. Marcia made the motion to approve the amended minutes. Jenn Howe seconded. Vote approved 5, no opposed, Denis Murphy and Bonnie Leveille abstained, 1 absent.

**Treasurer's Report**

Jenn Howe discussed issues with the current state of bookkeeping and missing reports that need to be sent to the auditor in September. Denis made the motion to amend the number of hours we're paying the bookkeeper up to 150 hrs flat and then reassess after 90 days. Marcia Racine seconded. No further discussion, Vote approved 7 yes, no opposed, no abstentions, 1 absent.

**Director's Report**

Jenn Howe made a motion to approve extra hours for the inter-library loan training on Tues July 27. Marcia seconded. No further discussion, vote approved yes 7, no opposed, no abstentions, 1 absent.

### **Museum Report**

Abigail is going to research whether or not other libraries use volunteers or hire insured moving professionals to move large furniture. Abigail is going to get estimates on moving companies as well.

### **Library Policy Committee**

Mitty went over draft job descriptions done by Ann, Abigail, Peggy, and herself. Everyone is going to read the descriptions at home and come back next month with amendments etc. to move forward with approving job descriptions and policies.

### **Book Club Report**

Bonnie is waiting until Autumn to begin book club.

### **Old Business**

#### **Update on bookkeeping**

Nothing further to add.

#### **Climate Control Warrant Article**

We need an updated engineering report, particularly regarding cost estimates to go in front of the Board of Selectmen. Ann asked to get an electronic copy of the original engineering report and to email out to all board members via email ahead of next month's meeting. Abigail is going to scan in Mitty's copy and then email it out.

#### **Mitty's Appointment & Appointment Process**

Mitty was approved by the board to be submitted to the BOS

### **New Business**

#### **The New Hampshire Library Trustees Association**

Ann said that we currently have four memberships and her recommendation would be to renew the memberships with Abigail and 3 others, one being Barb. Discussed who else is interested and Jenn and Jennifer expressed interest.

### **Meeting Law**

Mitty discussed relevant points of open meeting law re: gov't records, meetings, emails, emergency meetings, posting of minutes, posting minutes of non-public sessions, motion to go into a non-public session.

### **New Board Admittance**

Marcia made the motion to appoint Kristin Landry to fulfill the vacant seat on the Board until the 2022 town election. Jennifer seconded the motion. No further discussion, vote yes 7, no opposed, no abstentions, 1 absent.

### **Tracking Library Closures and Summer Hours**

Abigail will go back to records of last summer and summer 2019 to track summer closures due to heat to show Board of Selectmen re: Climate Control Warrant Article. Abigail is going to get a device that measures humidity inside the building. Abigail is also going to contact the health department for a mold meter. Denis made a motion to close the library for the day if the inside temp of the library reaches 82 degrees. Jenn Howe seconded the motion. No further discussion, vote approved yes 7, no opposed, no abstentions, 1 absent. Ann asked Mitty to lead the sub-committee with Barb Depew on annual Director's evaluation. Abigail will contact Barb to arrange a time where Barb can observe Abigail evaluating library staff.

### **New Fiction Books**

Bonnie asked if there could be a policy about the number of new books a single patron can take out. Abigail will make the decision regarding this and will address it at the next meeting.

**Meeting adjourned:** 9:33 p.m. Marcia made a motion to adjourn. Jenn seconded. No further discussion, vote approved yes 7, no opposed, no abstentions, 1 absent.

Submitted by,

Jennifer Bennett

